

Town of Luray

Planning Commission Agenda

June 10, 2020
7:00 P.M.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Continuity in the Government of Luray, Virginia**
- 5. Review of Minutes Meeting March 11, 2020**
- 6. Public Hearing**
 - A. SUP 20-1 – 4 Canaan Street**
 - B. SUP 20-2 – 516 Fourth Street**
- 7. Updates & Discussions**
 - A. Code Amendment – Artisan Manufacturing**
 - B. Zoning Ordinance Amendments**
- 8. Chairman’s Announcements**
- 9. Adjournment**

Due to the threat of transmission of COVID-19 and in recognition of the Governor’s Executive Order, this Meeting is closed to the public as provided by the Town’s Emergency Ordinance Providing for Continuity of Government of Luray adopted by Town Council on April 13, 2020.

Please submit any public comments concerning the agenda items through any of the following means: Email – sburke@townofluray.com; Mail – Luray Planning Commission, Attention Steve Burke, Post Office Box 629, Luray VA, 22835; Hand Delivery – Place in exterior DROP BOX in the alcove located at the front of the Town’s Town Hall facing Main Street; or Phone – (540) 743-5511. All comments must be submitted by 5:00 pm the day of the meeting, and will be read aloud at the meeting. The meeting will be live-streamed on the Town’s Facebook Live page.

Town of Luray
PO Box 629
45 East Main Street
Luray, VA 22835
www.townofluray.com
540.743.5511



PLANNING COMMISSION

Chairman

Ronald Good

meado12@aol.com

Appointed By
Councilman Ron Vickers
Term Ends: 12-31-2022

Commission Members

Tracie Dickson

tdickson@bbandt.com

Appointed By
Councilman Jerry Dofflemyer
Term Ends: 12-31-2022

John Shaffer

john.shaffer@luraycaverns.com

Appointed By
Councilman Jerry Schiro
Term Ends: 12-31-2022

Bill Huffman

bill.huffman@luraycaverns.com

Appointed By
Council President Leroy Lancaster
Term Ends: 12-31-2020

Brian Sours

brian@richardsbus.com

Appointed By
Councilman Joey Sours
Term Ends: 12-31-2020

Frankie Seaward

frankieseaward@gmail.com

Appointed By
Councilwoman Leah Pence
Term Ends: 12-31-2020

Grace Nowak

gracenowak04@gmail.com

Appointed By
Mayor Barry Presgraves
Term Ends: 12-31-2020

Town Officials:

Town Manager – Steve Burke
Assistant Town Manager- Bryan Chrisman
Town Clerk/ Treasurer- Mary Broyles
Deputy Town Clerk/ Treasurer- Danielle Babb
Planning & Zoning Assistant – Dawn Shores
Chief of Police- Bow Cook
Superintendent of Public Works- Lynn Mathews
Parks & Recreation Director- Dakota McCoy
Parks & Rec Assistant Director- Morgan Housden
WTP Superintendent- Joey Haddock
WWTP Superintendent- Tom Brown

Commissions & Committees:

Luray Planning Commission
Luray-Page County Airport Commission
Luray Tree and Beautification Committee
Luray Board of Zoning Appeals
Luray Downtown Initiative
Luray-Page County Chamber of Commerce



Town of Luray, Virginia
Planning Commission Agenda Statement

Item No: IV

Meeting Date: June 11, 2020

Agenda Item: **Continuity in the Government of Luray, Virginia**

Announcement by Chairman Good:

- This meeting of the Town Council is being held pursuant to the April 13, 2020 Ordinance for Continuity in the Government of Luray.
- The Town Manager shall read the names of the Councilmembers present and identify those who are electronically present.
- The Town Manager, Steve Burke, is responsible for receiving public comment, which may be submitted by mail, email, phone, or hand delivery by 5:00 p.m. on the day of the meeting.
- This meeting can be viewed live on the Town's Facebook page, and a recording will be available on the Town's YouTube Channel. Minutes from the meeting will be posted on the Town's website after being approved by the Town Council.

**REGULAR MEETING OF
LURAY PLANNING COMMISSION
March 11, 2020**

The Luray Planning Commission met on Wednesday, March 11, 2020 at 7:00 p.m. in regular session. The meeting was held in the Luray Town Council Chambers at 45 East Main Street, Luray, Virginia at which time there were present the following:

Commissioners Present:

Ronald Good, Chairman
Grace Nowak
Brian Sours
Tracie Dickson
Bill Huffman
Frankie Seaward (Arrived at 7:06 pm)
John Shaffer

Commissioners Absent:

Others Present:

Steve Burke, Town Manager
Bryan Chrisman, Assistant Town Manager

The meeting was called to order by Chairman Ronald Good, at 7:00 p.m. and everyone joined in the Pledge of Allegiance.

APPROVAL OF MINUTES:

Motion: Commissioner Shaffer made the motion to accept the minutes from February 12, 2020 meeting as presented. Second was by Commissioner Nowak.

YEA: Chairman Ronald Good, Commissioners Grace Nowak, Brian Sours, Tracie Dickson, Bill Huffman, and John Shaffer.

Approved 6-0

CITIZEN COMMENTS

No citizens spoke

PUBLIC HEARINGS

A. Code Amendment – Urban Agriculture - Chapters 202 & 517

CITIZENS COMMENTS

No citizens spoke

Motion: Commissioner Nowak made the motion to recommend approval to Town Council as presented. Second was by Commissioner Sours.

YEA: Chairman Good and Commissioners Grace Nowak, Tracie Dickson, Brian Sours and Bill Huffman, and John Shaffer.

Approved 6-0

UPDATES & DISCUSSIONS

A. Code Amendment – Artisan Manufacturing – Chapters 202 & 406

Steve Burke stated that Town Council had expressed concerns about possible noise and fumes associated with potential artisan manufacturing and the effect it could have on adjacent properties and businesses. The Planning Commission expressed understanding of this concern. Commissioner Dickson inquired if other localities allowed artisan manufacturing by-right or through a Special Use Permit. Bryan Chrisman responded that some included prohibitions of excessive noise or odors with the by-right use, but that would result in challenging enforcement on existing businesses. The Planning Commission concurred to consider a Code Amendment with artisan food and beverage manufacturing by-right and artisan manufacturing considered through a Special Use Permit.

A Public Hearing on this Code Amendment will be scheduled for the April meeting.

B. Zoning Ordinance Amendments

Steve Burke said that the staff is working with the Town Attorney on the language and will provide an updated draft once it is completed. An inquiry to FEMA resulted in response on the progress of their review.

The Planning Commission agreed to continue the consideration of the Code Amendments once the FEMA review was completed.

Other Discussions

Steve Burke presented an overview of the proposed FY 2021 Capital Improvement Program Projects that will be included in the recommended FY 2021 Budget to Town Council later this month.

The Planning Commission will consider affirming the FY 2021 Capital Improvement Program conforms with the Comprehensive Plan at the April Meeting.

CHAIRMAN'S ANNOUNCEMENTS

No Announcements

ADJORNMENT

There being no further business, the meeting adjourned at 7:24 p.m.

Steven Burke
Town Manager

Bryan Chrisman
Assistant Town Manager



Town of Luray, Virginia
Planning Commission Agenda Statement

Item No: VI-A

Meeting Date: June 10, 2020

Agenda Item: PLANNING COMMISSION PUBLIC HEARING & CONSIDERATION
Item VI-A – SUP 20-01 – 4 Canaan Street

Summary: The Planning Commission is requested to conduct a public hearing to receive input from residents and to consider the request for a Special Use Permit to use the structure located at 4 Canaan Street, which is located in the B-1 Business District, as a residence for long-term rental. As the structure was constructed after October 1977, a Special Use Permit is required to permit a residential use single-family dwelling in the Business District as specified in Town Code 406.2.h.

Adjacent property owners have been notified of the application and the public hearing has been advertised.

Commission Review: N/A

Fiscal Impact: N/A

Suggested Motion: I move that the Planning Commission recommend approval of the Special Use Permit to the Town Council for use of 4 Canaan Street as a residential, single-family dwelling in the B-1 Business District.



Existing Property Information:

Site Address 4 CANAAN ST.
Page County Tax Map Number 42 A 13-6-A-1 B Town Zoning District COMMERCIAL
Total Acreage .78 AC

Request Information:

Nature of Request (Describe property use, structure(s) construction, and affected Zoning Ordinance Sections)

TO ALLOW TO BE USED AS A SINGLE FAMILY
LONG TERM RENTAL.

Please include location map, plat, property deed, and impact analysis statement with your Application

I (we), the undersigned, do hereby respectfully make application and petition to the Town of Luray in order to utilize the subject property for a use which requires the issuance of a Special Use Permit. I (we) agree to comply with any conditions for the Special Use Permit required by the Town.

I (we) authorize Town of Luray officials to enter the property for site inspection purposes.

I (we) authorize the Town of Luray to place standard signage on the property necessary for notifying the public of this rezoning request during the application consideration process.

I (we) hereby certify that this application and its accompanying materials are true and accurate to the best of my (our) knowledge.

Bryanne Jewell
Signature of Applicant

4/29/20
Date

Signature of Applicant

Date

Bryanne Jewell
Signature of Owner

4/29/20
Date

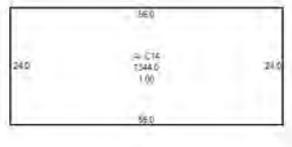
Signature of Owner

Date

Page County, Virginia

Tax Map #:	Property Address:	Account #:
42A13-6-A-1B	4 CANAAN ST	20285

General

Owners Name:	SPRAGUE PATRICK E	 	
Mailing Address:	421 BEYLORS FERRY RD RILEYVILLE VA 22650		
Zoning:	B1		
Year Built:	1979		
Acreeage:	.78		
Description:	DB 464-109 HILLDALE LOT 1B BL A SEC III		
Grouped With:	No Data		
Assessment Information		Sale information	
Land Value	\$68,400	Transfer Date:	1/1/1991
Improvement	\$83,600	Sales Price:	\$385,000
Total Value	\$152,000	Grantor:	\$385,000
Total Land Area	Y	Deed Book:	464
Prior Assessment	\$88,900	Deed Page:	109
		Plat Book:	No Data
		Plat Page:	0
		Instrument Number:	0-0

Details

Exterior Information		Interior Information		Building SqFt:	1,344
Year Built:	1979	Story Height:	1	Basement SqFt:	0
Occupancy Type:	Commercial	# of Rooms:	5	Finished Basement SqFt:	0
Foundation:	Cinderblock	# of Bedrooms:	3	Interior Walls:	Paneled
Ext. Walls:	Aluminum Siding	Full Bathrooms:	2	Heating:	Heat Pump
Roofing:	Comp Shg	Half Bathrooms:	0	A/C:	Yes
Roof Type:	Gable	Floors:	Carpet		
Garage:	None				
Garage - # Of Cars:	0				
Carport:	None				
Carport - # Of Cars:	0				
Utilities		Other Information		Site Information	
Water:	Public	Fireplace:	0	Zoning Type:	B1
Sewer:	Public	Stacked Fireplace:	0	Terrain Type:	On
Electric:	Yes	Flue:	0	Character:	Rolling/Sloping
Gas:	No	Metal Flues:	0	Right of Way:	Public
Fuel Type:	Electric	Stacked Flues:	0	Easement:	Paved
		Inop. Flues/FP:	0		

Page County, Virginia

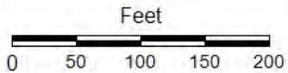
Legend

- Major Roads
- Roads
- Railroads
- Other Counties
- Parcels
- Shenandoah River
- Streams



Title: Parcels

Date: 5/5/2020



DISCLAIMER: THIS MAP IS PROVIDED WITHOUT WARRANTY OF ANY KIND, either expressly or implied, but no limited to, the implied warranties of merchantability and fitness for a particular purpose. Site-specific information is best obtained after an onsite visit by a competent professional. Please call Page County, VA for specialized products. Any person, firm or corporation which uses this map or any of the enclosed information assumes all risk for the inaccuracy thereof, as Page County, VA expressly disclaims any liability for loss or damage arising from the use of said information by any third party. In addition use of Virginia Base Mapping Program (VBMP) statewide aerial photography requires the following disclaimer: "Any determination of topography or contours, or any depiction of physical improvements, property lines or boundaries is for general information only and shall not be used for the design, modification, or construction of improvements to real property or for flood plain determination."

TOWN OF LURAY

Notice of Public Hearing

Luray Planning Commission

Special Use Permit Requests

NOTICE is hereby given pursuant to §15.2-2204 of the *Code of Virginia*, as amended, that **Luray's Planning Commission** shall hold public hearings on **June 10, 2020 at 7p.m.** The public hearing shall be conducted in the Luray Town Council Chambers located at 45 East Main Street in the Town of Luray, Virginia.

Due to the threat of transmission of COVID-19 and in recognition of the Governor's Executive Order, these Public Hearings will be held electronically pursuant to the Emergency Ordinance Providing for Continuity of Government of Luray adopted by Town Council on April 13, 2020. Do not appear in person for the Public Hearings on June 10, 2020, as the hearings will be closed to in-person attendance by the public.

Please submit public comment concerning the proposed special use permits through any of the following means: Email: sburke@townofluray.com; Mail: Luray Town Council, Attention: Steve Burke, Post Office Box 629, Luray, Virginia, 22835; Hand delivery: Place in the exterior DROP BOX in the alcove located at the front of the Town's offices facing Main Street; or Phone: (540)743-5511. All comments must be submitted by 5:00 p.m. on June 10, 2020, and will be read aloud at the hearing. This hearing will be live-streamed on the Town's Facebook Live page. All normal Rules of Procedure will be followed.

The purpose of the hearings is to receive public comments and to consider the following special use permit requests:

SUP 20-1 – 4 Canaan Street

The applicant, Gwynne Jewell, has requested a special use permit to use a structure constructed after October, 1977 in the B-1 Business Zoning District as a single-family dwelling.

The subject single-family dwelling contains roughly 1,344 square feet of floor area and is located on a parcel that is roughly 0.78 acres in area. The subject parcel is further identified on Page County Tax Maps as 42A13-6-A-1B.

SUP 20-2 – 516 Fourth Street

The applicant, Gene Knight, has requested a special use permit to erect a manufactured home in the R-4 High-Density Residential Zoning District.

The subject manufactured home contains roughly 1,960 square feet of floor area; it would be located on a parcel that is roughly 0.17 acres in area. The subject parcel is further identified on Page County Tax Maps as 42A11-18-87-16.

Copies of the Town's zoning ordinance, and the Special Use Permit applications, are available at the Town of Luray's Office, 45 East Main Street, Luray, Virginia. These items may be viewed between the hours of 8 a.m. and 5 p.m. Monday – Friday, and may also be found online at the Town's website www.townofluray.com. Questions may be directed to the Town by calling 540-743-5511, or by emailing sburke@townofluray.com



Town of Luray, Virginia
Planning Commission Agenda Statement

Item No: VI-B

Meeting Date: June 10, 2020

Agenda Item: PLANNING COMMISSION PUBLIC HEARING & CONSIDERATION
Item VI-B – SUP 20-02 – 516 Fourth Street

Summary: The Planning Commission is requested to conduct a public hearing to receive input from residents and to consider the request for a Special Use Permit to install a manufactured home in the R-4 High-Density Residential District as permitted in Town Code 404.2.e. In August 2019, Town Council amended the definition of a manufactured home to be “A structure designed for residential use by a single family that is manufactured offsite in accordance with the National Manufactured Housing Construction and Safety Act of 1971 and Federal Home Construction and Safety Standards.”

Adjacent property owners have been notified of the application and the public hearing has been advertised.

Commission Review: N/A

Fiscal Impact: N/A

Suggested Motion: I move that the Planning Commission recommend approval of the Special Use Permit to the Town Council for the installation of a manufactured home at 516 Fourth Street as a residential, single-family dwelling in the R-4 High-Density Residential District.



Town of Luray
Special Use Permit Application
Application No.: 20-2

Existing Property Information:

Site Address 516 4th Street
Page County Tax Map Number 42A11-18-87-16 Town Zoning District R4
Total Acreage _____

Request Information:

Nature of Request (Describe property use, structure(s) construction, and affected Zoning Ordinance Sections)

To place a double wide on the property at 516 4th Street.
3br 2ba

Please include location map, plat, property deed, and impact analysis statement with your Application

I (we), the undersigned, do hereby respectfully make application and petition to the Town of Luray in order to utilize the subject property for a use which requires the issuance of a Special Use Permit. I (we) agree to comply with any conditions for the Special Use Permit required by the Town.

I (we) authorize Town of Luray officials to enter the property for site inspection purposes.

I (we) authorize the Town of Luray to place standard signage on the property necessary for notifying the public of this rezoning request during the application consideration process.

I (we) hereby certify that this application and its accompanying materials are true and accurate to the best of my (our) knowledge.

Aene Knight
Signature of Applicant

5-11-20
Date

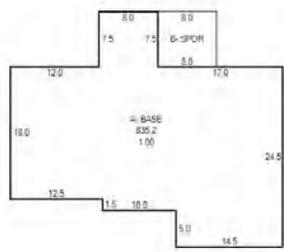
Signature of Applicant

Date

Page County, Virginia

Tax Map #:	Property Address:	Account #:
42A11-18-87-16	516 FOURTH ST	19787

General

Owners Name:	FOLTZ LYNWOOD CARSON		
Mailing Address:	512 FOURTH ST LURAY VA 22835		
Zoning:	R4		
Year Built:	1955		
Acreage:	No Data		
Description:	L16 B87 S2 DB555-610 INST#16-0077 INST#16-1181		
Grouped With:	No Data		

Assessment Information		Sale information	
Land Value	\$25,000	Transfer Date:	6/10/2016
Improvement	\$0	Sales Price:	\$8,000
Total Value	\$25,000	Grantor:	\$8,000
Total Land Area	N	Deed Book:	No Data
Prior Assessment	\$45,700	Deed Page:	0
		Plat Book:	No Data
		Plat Page:	0
		Instrument Number:	2016-1181

Details

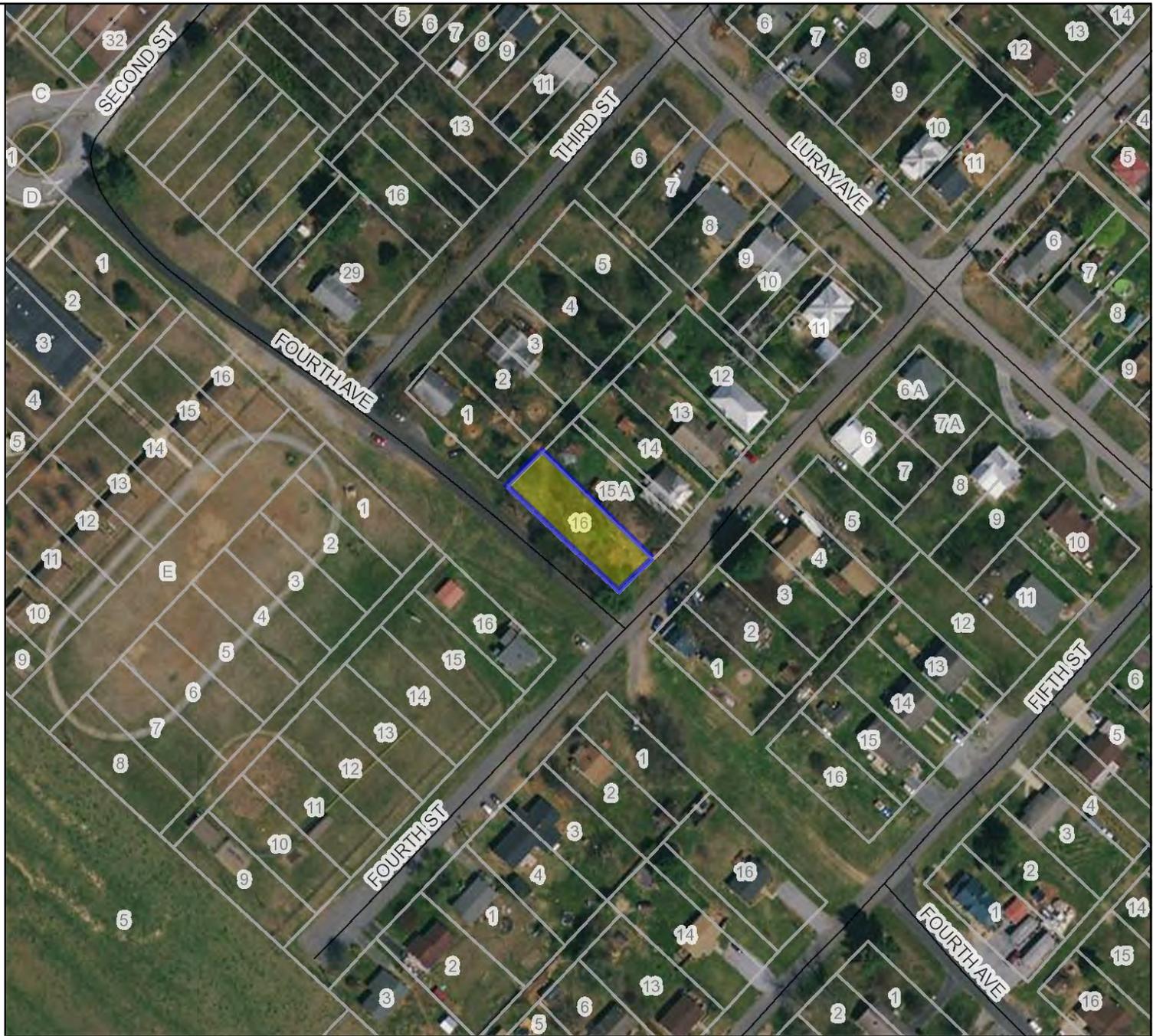
Exterior Information		Interior Information		Building SqFt: 835	
Year Built:	1955	Story Height:	1	Basement SqFt:	0
Occupancy Type:	Fair Value-Residential	# of Rooms:	5	Finished Basement SqFt:	0
Foundation:	Cinderblock	# of Bedrooms:	2	Interior Walls:	Plaster
Ext. Walls:	Wood Siding	Full Bathrooms:	1	Heating:	Space Heat
Roofing:	Comp Shg	Half Bathrooms:	0	A/C:	No
Roof Type:	Gable	Floors:	Wood		
Garage:	None				
Garage - # Of Cars:	0				
Carport:	None				
Carport - # Of Cars:	0				

Utilities		Other Information		Site Information	
Water:	Public Water Available	Fireplace:	0	Zoning Type:	R4
Sewer:	Public	Stacked Fireplace:	0	Terrain Type:	On
Electric:	No	Flue:	0	Character:	Open
Gas:	No	Metal Flues:	0	Right of Way:	Public
Fuel Type:	Oil	Stacked Flues:	0	Easement:	Paved
		Inop. Flues/FP:	0		

Page County, Virginia

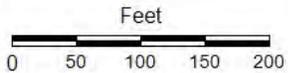
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- Parcels
- Shenandoah River
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Title: Parcels

Date: 5/11/2020



DISCLAIMER: THIS MAP IS PROVIDED WITHOUT WARRANTY OF ANY KIND, either expressly or implied, but no limited to, the implied warranties of merchantability and fitness for a particular purpose. Site-specific information is best obtained after an onsite visit by a competent professional. Please call Page County, VA for specialized products. Any person, firm or corporation which uses this map or any of the enclosed information assumes all risk for the inaccuracy thereof, as Page County, VA expressly disclaims any liability for loss or damage arising from the use of said information by any third party. In addition use of Virginia Base Mapping Program (VBMP) statewide aerial photography requires the following disclaimer: "Any determination of topography or contours, or any depiction of physical improvements, property lines or boundaries is for general information only and shall not be used for the design, modification, or construction of improvements to real property or for flood plain determination."

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Town of Luray, Virginia
Planning Commission Agenda Statement

Item No: VII-A

Meeting Date: June 10, 2020

Agenda Item: PLANNING COMMISSION DISCUSSION
Item VII-A – Code Amendment – Artisan Manufacturing

Summary: The Planning Commission voted to recommend Town Council consider the draft Code Amendments to Sections 202 and 406 of the Town Code regarding artisan manufacturing in the Business District at you February 12th meeting.

During their February 24th Work Session, Town Council expressed concerns about potential odors, noise, heat, and other emissions from Artisan Manufacturing. The Town Council has requested that the Planning continue discussion regarding Artisan Manufacturing with the consideration of the Artisan Manufacturing requiring a Special Use Permit to ensure that the adjacent businesses have an opportunity to present concerns upon application.

Public Hearing will be scheduled for the July Meeting

Commission Review: January 15, 2020; February 12, 2020; March 11, 2020

Fiscal Impact: N/A

Suggested Motion: N/A

Artisan Small Scale Production/Manufacturing

Article II – Definitions

202 – Specific Terms

Artisan Food & Beverage: Small scale production or preparation of food or beverage made on site with limited to no automated processes involved an may include direct sales to or consumption by consumers. This definition includes uses such as small-batch bakeries, microbreweries as regulated by the Commonwealth of Virginia, artisan distilleries as regulated by the Commonwealth of Virginia, small-batch candy shops, and local cheese makers.

Artisan Manufacturing: Application, teaching, making, or fabrication of crafts or products by an artist, artisan, or craftsperson either by hand or with minimal automation and may include direct sales to consumers. This definition includes uses that employ activities and processes such as small-scale fabrication, welding, and coating, that are typically not permitted in non-industrial zoning districts.

Microbrewery: An establishment which produces and sells beer on premise in conjunction with food. A microbrewery may produce up to ~~200,000 gallons~~ 15,000 barrels in any given 12-month period; such operations are required to adhere to all relevant local, state and federal regulations.

406 Business District B-1

406.1.bb. Artisan Food & Beverage – Maximum size of individual production establishment is 2,000 square feet of gross floor area per establishment.

406.1.cc. or 406.1.p Artisan Manufacturing – Maximum size of individual production establishment is 4,000 square feet of gross floor area per establishment.

Intended Business

- Breweries & Distilleries
- Food Production – Coffee Roasters, Popcorn, Bakery, Confectionaries
- Apparel
- Furniture
- Sporting Goods
- Jewelry/Watches
- Artisans/Crafters
- Personal Hygiene/Makeup – Soap, Makeup
- Glass Blowing
- 3-D Printing



Town of Luray, Virginia
Planning Commission Agenda Statement

Item No: VII-B

Meeting Date: March 11, 2020

Agenda Item: PLANNING COMMISSION DISCUSSION
Item VII-B – Code Amendment – Appendix A - Zoning

Summary: Planning Commission conducted a Public Hearing on the draft Amendments at the October 16th Meeting with no citizens providing comment.

The Town Attorney has identified a few items that require reconsideration by the Planning Commission to provide improved Code language. The issues include:

- A. Consideration of B&B capacity to 12 people (6 rooms) and hotel capacity to 13 people so that a defined break of use exists. The “Lodging Home” option bridges the gap between a B&B and a hotel currently.
- B. Eliminate the onsite owner residency and meal provision requirements in R-3, R-4, R-5, and B-1 districts.
- C. Include septic lot size requirements in R-4 and R-5 districts.
- D. Include Accessory Structure Requirements in Floodplain regulations
- E. Allow Town Attorney to confirm compliance of Floodplain regulations with recently updated FEMA regulations.
- F. Review Temporary Sign regulations

Review of Draft Floodplain regulations has to be reviewed and approved by FEMA. Staff have requested a status update from FEMA.

Commission Review: October 16, December 11 2019, & January 15, 2020

Fiscal Impact: N/A

Suggested Motion: N/A